



Facility Management

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SUBJECT: SNOW REMOVAL AND DEICING PROCEDURES FOR THE ND STATE CAPITOL COMPLEX

POLICY STATEMENT

The Capitol Complex grounds crew consists of 5 full time Facility Management staff who are trained to operate all types of snow removal equipment. In the event of a staff shortage or extreme workload conditions, the grounds crew supervisor will call for assistance from other Facility Management maintenance staff or custodial staff. These support staff members will only operate basic snow removal equipment (walk behind snowblowers, power brooms, and shovels) to clean sidewalks and entrances unless they have demonstrated previous training on larger machines. Only trained grounds crew staff will operate the large powered snow removal equipment (payloaders, tractors, and riding snow removal equipment).

Type “A” snow conditions:

1. 0-1” snow and icy conditions
2. Or icy conditions only
3. And snow conditions exist before 06:00 hours

Response:

1. Grounds crew will arrive to work no later than 0500 hours and begin snow removal and deicing of sidewalks which provide access from the roadways to the main entrances of the following buildings in the following order:
 - a. State Capitol Building
 - b. Judicial Wing
 - c. Department of Transportation Building
 - d. Heritage Center
 - e. Liberty Memorial Building
 - f. State Office Building
2. After all sidewalks which lead to these buildings are clean and deiced, the grounds crew will assess the conditions of the outlying sidewalks and take appropriate actions to clean and de-ice those areas.
3. At the same time that the sidewalks are being cleaned and deiced other grounds keeping staff will be spreading sand on parking lot drives and roadways leading to the buildings. They will sand the lots in the same building sequence as the sidewalk-cleaning schedule.
4. Facility Management maintenance staff, who work in each of the buildings, will be responsible to remove the snow and deicing for the areas within 10 feet of all main entrances and emergency exits for each building before 0800 hours on scheduled state workdays. The maintenance staff will monitor the sidewalk conditions within 10 feet of the entrances throughout their work shifts.
5. After hours the Facility Management security officers will remove snow and ice for all main building entrances during their security tours to each building.

Type “B” snow conditions:

1. 1-4" snow on the ground
2. snow still falling at 0300 hours
3. Snow continues to fall after 0600 hours

Response:

1. The grounds crew will arrive to work at 0400 hours to begin snow removal operations.
2. The crew will begin removing snow on the sidewalks with snow blowers in the same order as in type "A" conditions.
3. Other grounds crewmembers will use all available heavy equipment to begin cleaning parking lots by pushing snow onto piles located in each parking lot for later removal. The sequence of parking lot cleaning is the same as in type "A" conditions. Note: the Department of Transportation lot is cleaned by a contract snow removal service and those services are paid by the DOT.
4. After snow is piled in all lots, the crew will sand the parking lots in the same order as in type "A" conditions.
5. If snow continues to fall during work hours begins, the crew will continually remove snow from the sidewalks, parking lots, and roadways as access permits.

Type "C" snow conditions:

1. 4" or more snow
2. High winds with blowing and drifting snow
3. Near blizzard or blizzard conditions

Response:

1. The grounds crew supervisor will notify the Facility Management Director if the conditions prohibit the staff from getting to work. The Facility Management Director will be in contact with the OMB Director to decide on building closure options as determined by the weather.
2. Once the crew is able to get to work, they will begin opening roadways so emergency response units can gain access to the Capitol.
3. The grounds crew will remove snow near the main entrances of the buildings to allow access and continue to monitor the conditions of the main entrances throughout the day.
4. The grounds crew will make snow removal passes through the parking lots and roadways throughout the day and until the severe weather conditions subside.
5. Once conditions improve the crew will begin snow removal operations the same as in type "B" conditions.

Note: This procedure provides a written account of how certain activities are performed and is designed to guide and assist staff in performing their functions. When appropriate, there may be deviations from these written procedures due to changes in personnel, policies, interpretation, law, experimentation with different systems, or simply evolution of the process itself. This procedure may be changed at any time.